

SIS 2000+ Training Manual

Attendance

Using Class Entry
Using Rapid Entry
Using Student History to review and / or edit attendance

Purpose

Class Entry is designed for use by teachers to record the attendance marks for their classes. Teachers are able to work with their scheduled classes only. Administrative staff may be given permission to update the attendance marks for all teachers.

Rapid Entry is designed for use by attendance clerks to rapidly enter data from a printed attendance roster using the numeric keypad.

The Attendance Student History program is used to review and / or edit attendance data for a single student at a time. Editing attendance codes in the spreadsheet format is convenient for removing erroneous attendance details from a student's attendance records.

Training Objectives

Record attendance marks for a class.
Edit attendance marks for previously recorded attendance.
Login as a teacher and then as the administrator to see the difference.
Learn how to record a large volume of attendance marks.
Review and post the attendance for multiple students across multiple classes.

Accessing

From the SIS200+ Main Menu click on the **Attendance** module. From the Attendance Menu, click on the **Class Entry** or Rapid Entry button.

For further information refer to Help:

Available through the NeTel website at:
<http://www.netel.com/webdoc/default.htm>

Click **Attendance**

Sec. 2, Rapid Entry
Sec. 3, Class Entry

Class Entry Attendance Tasks

Open Class Entry Attendance

Claremont High School - Attendance Class Entry

File Help Date: 04/10/1998

Ace, Noel P

11/12/1997 Wednesday

Course	Sec	Attend.
2 Composition 2	12	N
3 Creative Writing	1	N
4 Creative Writing	2	N
LU Creative Writing	3	N
LU Student Aide	108	N
6 Journalism 2	1	N

☐ Absent
☐ Excused Tardy
☐ Late/Tardy
☐ Present
☐ Tardy > 30 min
☐ Doctor's Appt
☐ Excused
☐ Excused No ADA
☐ In School Suspen
☐ Independent Stdy
☐ Indp Study Credi
☐ School Business
☐ Suspended
☐ Truant
☐ Unexcused

Undo Save Done Show All Codes

Student Name	Code	Photo
Acosta, Candace Evelyn [00		
Allen, Rhonda Florine [00163		
Angeles, Lonnie K [0001036]		
Beserra, Francine V [001223]		
Bradley, Matthew E [0012058]		
Brown, Lori A [0000595]		
Calthorpe-Croft, Maressa Hel		
Carrera, Cliff A [0009239]		
Castaneda, Rachel [0010147]		
Chi, Sean R [0000877]		
Covey, Morgan Dyan [080788]		
Daugherty, Laura L [0807869]		
Dominguez, Amy [0001029]		
Hardin, Gia R [0006246]		
Hirschi, Aaron Leighton [0016		
Jaidar, Nicholas M [0012351]		
Jarin, Joshua A [0014716]		

Attendance Class Roster

Edit

The class entry program defaults to read-only mode. Click the **Edit** button to mark attendance or make changes to attendance marks.

Teacher -

When logged in as an administrator, the teacher drop list displays for selection a list of all teachers. If you are entering attendance by class for many teachers, select the appropriate teacher and continue.

When logged in as an individual teacher, the teacher field will only display your name. The only teacher available for selection is that of the individual logged in.

Date -

The program defaults to the system date. Select another date if editing attendance marks from an earlier attendance day or entering attendance for a previous day.

The Screen Layout

Once a teacher and a date are selected, a list of the teacher's classes for that day appears under the left-hand column.

A list of attendance codes appears in the center column. These codes are defined in the table editor. The user may toggle between viewing all codes or a minimal set of codes by clicking the **Show All Codes** button at the bottom of the column.

The list of students scheduled for any selected class will appear in the right-hand column. The user may click the **Photo** button to view a picture of the student, if pictures are loaded. The **Code** field displays the attendance mark for the student.

Step by Step

1. Select a teacher, if logged in as an administrator.
2. Select a valid attendance date.
3. Select a class from the left-hand column.
4. Click on the attendance code from the center column, i.e. Absent.
5. Click each student to whom you wish to apply that attendance code.
6. Select the next attendance code.
7. Click each student to whom you will apply the new code.
8. Repeat as needed for each attendance code.

If there were no attendance marks for the class, click the **Attendance Taken** button at the top of the center column.

Save attendance.

Rapid Entry Attendance Tasks

Open Rapid Entry Attendance

The screenshot shows a Windows-style application window titled "Claremont High School - Attendance Rapid Entry". The menu bar includes "File", "Sort", "Option", "Help", and "Date: 06/11/1998". The main interface is divided into two sections. The top section contains input fields for "Student Identifier", "Last Name", and "First Name", each with a corresponding button: a camera icon for the identifier, "Find" for the last name, and "Clear" for the first name. Below these is a checkbox labeled "Exact Match for Search" which is checked. The bottom section contains a "Date" field with a calendar icon, a "Start Period" dropdown, an "End Period" dropdown, and a "Code" dropdown. At the bottom of the window are five buttons: "Group", "Save", "Reset", "Review", and "Quit".

Attendance Rapid Entry Screen

Enter Student's Attendance Information

Step by Step

1. Find a student
 - By name or
 - By Identifier
2. Check the "**Exact Match for Search**" box to limit possible matches.
3. Change the date if needed by clicking the Date field drop arrow.
4. Use the drop-down box or the number keys on your keyboard, to enter the **Start Period** and **End Period** number.
5. Use the drop-down box or the letter keys on your keyboard, to enter the Attendance **Code**.
6. **Save** the entry.
7. Repeat as needed until the group of students for which you are recording attendance is complete. Save each entry.

The Review Button

All saved entries are held in a temporary file as “pending” entries. They have not yet been saved to the database. The **Review** function lists all records in a table. These entries may be edited, deleted, sorted, and when ready, posted to the database. If the Rapid Entry program is closed, all saved entries will remain in the table for review until posted to the database using the post procedure.

Student Name	Date	Per	Code	Teacher	Class	Room
Adams, Aaron A. [0015945]	12/17/1997	1	D	NO SCHEDULE	RECORDS	
Adarkwa, Steve [0007470]	12/01/1997	1	A	Guerra, James	Math 2	905
Adarkwa, Steve [0007470]	12/01/1997	1	X	Guerra, James	Math 2	905
Adarkwa, Steve [0007470]	12/01/1997	2	D	Felsch, Joan B	Biology	503
Adarkwa, Steve [0007470]	12/17/1997	1	X	Guerra, James	Math 2	905
Adarkwa, Steve [0007470]	12/17/1997	7	L	Jurewitz, Linda Ma	English 7	405
Aguilar, Erika V [0007562]	12/01/1997	All	E	ALL DAY		
Otaishat, Andre G [0013270]	12/17/1997	6	D	NO SCHEDULE	RECORDS	
Quesada, Jason J [0011341]	12/10/1997	1	E	Herbold, Bryna Le	World History	702
Quesada, Jason J [0011341]	12/10/1997	2	E	Guerra, James	Math 2	905
Salamanca, Zayra [0016320]	12/01/1997	All	A	ALL DAY		
Thompson, Raymond C [0009151]	12/17/1997	1	A	Fite, Karin	Math 2	505
Wagner, Elise G [0009151]	12/16/1997	2	D	NO SCHEDULE	RECORDS	

Review Pending Attendance

Schedule information appears in the right hand columns of the table.

Edit and Delete Pending Records

The attendance code may be edited in the review screen by clicking the drop arrow in the code field in the center of the screen.

Records may be deleted by clicking anywhere on the line until the entire line is highlighted. Press the delete key.

Sorting Records

Records may be sorted, in either ascending or descending order, by: Student, Date, Period, Teacher, Class, or Room. To sort the records, select the Sort menu.

Setting Options

Delete Duplicate Records

When a user makes an error entering attendance data, and corrects the data by creating another record, a duplicate will exist in the review table. Duplicates are for the same student, date and period.

The Rapid Entry program will detect the sequence of the records and at the time of posting will only post the latest record when a duplicate exists.

Normally, any records that are not posted during the post process remain in the review table. Checking the Delete Duplicate Records option will cause the program to automatically delete the duplicate records that are not posted.

If a user wishes to let these records remain in the review table, the Delete Duplicate Records selection may be de-selected.

Delete Error Records

If a student is given an attendance code for a period in which they are not scheduled into class, the review table will display the error: "NO SCHEDULE RECORDS." These records will not be posted to the database during the post process. Checking the Delete Error Records function will delete these records from the review list during the post process.

Deselecting this option will cause the erroneous records to remain on the list after posting.

Posting Records

Click the **Post** button to activate the posting process. A log is created of all pending attendance records including duplicates and errors. Users are given the opportunity to print the log during the posting phase. If a user chooses to print the report, it will appear in preview mode prior to printing.

As attendance records are posted to the database they are deleted from the review table. Duplicates and errors will be deleted if the delete options are set under the **Option** menu.

Group Attendance

If a specific group of students are not at school on a specific day, you can use the Group procedure for Rapid Entry.

Click the **Group** button at the bottom of the Rapid Entry Screen. The following screen will appear:

Coffee High School - Attendance Rapid Entry

OwnerType: <All> Group Type: Student

Selected Groups:

Owner	Identifier	Type	Group Code	Group Description	Method
Faculty	185	Student	AP LIST	1997-98 AP STUDENT LIST	Manual
Faculty	185	Student	AP US HISTO	AP US HISTORY STUDENTS	Manual
Faculty	185	Student	GHS GT FAIL	GHS GT Failing Seniors	Manual
Faculty	185	Student	GHS GT FAIL2	JUNIOR FAILURES	Manual
Faculty	185	Student	Hon Grads 98	Class of 1998 Honor Grad List	Manual
Faculty	185	Student	Hon Grads 99	Honor Grad Class of 99 List	Manual
Faculty	185	Student	JTPA	JTPA SUMMER SCHOOL	Manual
Faculty	185	Student	Mclver	Hall Passes - 5-5-98	Manual
Faculty	185	Student	Near Fail	Seniors - Near Failing	Manual
Faculty	185	Student	probe	Mrs Adams-Probe Choice	Manual
Faculty	185	Student	Student SACS	Student SACS Forum	Manual
Faculty	185	Student	TAP 3/98	TAP Scores 3-98	Manual

New... Edit... Delete... Show List...

Select Cancel

Group Selection Screen

Owner Type -

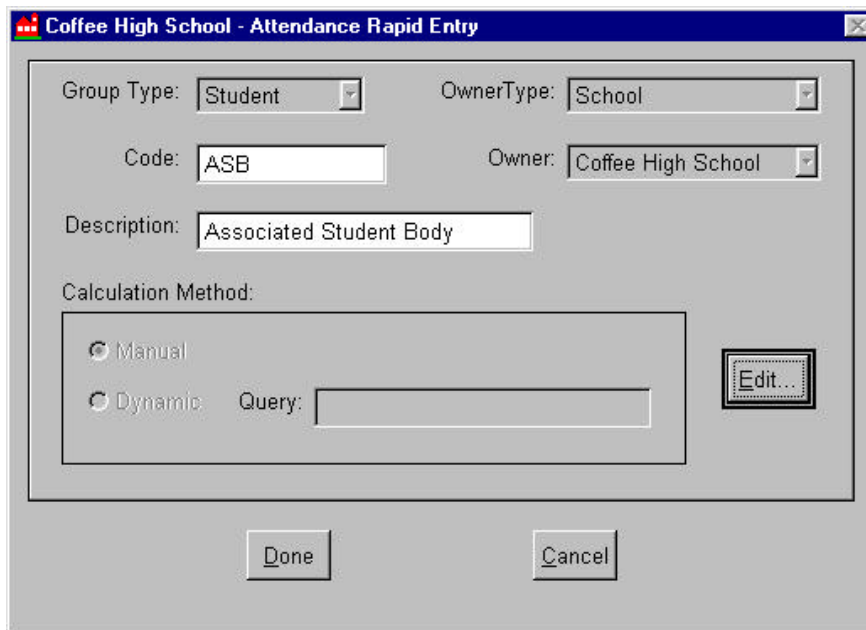
To whom the group belongs, i.e. "District", "School", "Faculty".

Group Type -

This field defaults to "Students", as they are the only group type that you can use for Rapid Entry.

Highlight the specific group and click **Select**. The group will appear in the Student Identifier field. Fill in the remaining fields and complete the Rapid Entry procedure.

If a new group needs to be created, Click **New**.



Group Type -

Determine what kind of data the group will contain: Student, Faculty, or Course.

Owner Type -

Determine what kind of user will have access to edit the group: District (administrator), School (administrator), or Faculty (teacher-level).

Owner -

Assign a specific owner to the group. The Owner Type selected in the previous field will determine the selection list that appears in this field. If the Owner Type is District, select a District Office site. If Owner Type is School, select a school site. If Owner Type is Faculty, select a faculty member.

Code -

Assign an alphanumeric ID code.

Description -

Create a name for the group.

Once the General Information is defined for a new group there is enough definitive data to allow the group to be saved even though no Method of Calculation or Data Source has been selected.

Click **Done** to save the group at any time after this point.

*For more information refer to Help.
See Group Editor.*

The new Group will appear on the screen. Highlight, and click **Select**.

Coffee High School - Attendance Rapid Entry
File Sort Option Help Date: 06/11/1998

Student Identifier: Associated Student Body
Last Name:
First Name:
☒ Exact Match for Search
Date: 06/11/1998 Thursday
Start Period: All Day End Period: All Day
Code: E Excused Absense
Buttons: Group, Save, Reset, Review, Quit

Attendance Rapid Entry Screen

Complete the Rapid Entry procedure. **Save**, **Review** and **Post** to Attendance.

Group Attendance – Students in Multiple Tracks

A group may include students that are in different tracks. If this is the case, the following screen will appear (after clicking on the **Group** button, then the **Select** button).

Select Periods

The Group selected contains students from multiple tracks.
Please Select the Start and End Periods for these tracks.

Track	Start Per.	End Per.
T - T 0195 97/98	All Day	All Day
FS - Fresh Start 97-98	All Day	All Day

Buttons: Done, Cancel

Fill in the Start and End Periods. Click **Done**. The Rapid Entry Screen will show that the students are in **Multiple Tracks**.

Coffee High School - Attendance Rapid Entry

File Sort Option Help Date: 06/11/1998

Student Identifier ABC picnic 10th Find

Last Name Find

First Name Clear

☒ Exact Match for Search

Date 06/11/1998 Thursday

Multiple Tracks Change Periods

Code E Excused Absense

Group Save Reset Review Quit

Attendance Rapid Entry Screen

If the Period entry needs to be changed, click **Change Periods**. This will take you back to the previous screen.

Save, **Review**, and **Post** to Attendance.

Student History

The school calendar is displayed in spreadsheet form and attendance can be reviewed and / or edited by selecting the calendar day. The calendar will be filled in with the current attendance data for the student. Depending on the track definition as negative or positive attendance, attendance will either default to Present (negative attendance) or Absent (positive attendance).

The following record shows Positive Attendance:

Claremont High School - Attendance Student History

File Codes Help Date: 06/11/98

Student Name: Acosta, Anh M [10502] M/F: M Birthdate: 10/21/1981 Age: 16 Grade: 11 Group: Currently active students

Track/School/Year: T 301 1997/98 Advisor: Salyer, Barbara Ann Entry: 09/03/97 Exit:

Semester 2 [01/26/98-06/11/98] Date: 06/01/98 Course/Section: U S History 1 Room: 601

Term Totals

Excused	Unexcused	Tardy	Attendance	Teacher	Cycle Day	Per
6	6	6	Absent	Rice, Louis Ernest	Standard Day	1

Per	05/13	05/14	05/15	05/18	05/19	05/20	05/21	05/22	05/26	05/27	05/28	05/29	06/01	06/02	06/03	06/04	06/05	06/08
1	A	.	Y	.	E	.
2	A	.	Y	.	E	.
3	A	.	Y	.	E	.
4	A	.	Y	.	E	.
LU	A	.	Y	.	E	.
6	A	.	Y	.	E	.
7	A	.	Y	.	E	.
8	A	.	Y	.	E	.

Buttons: Print Find List Done Save Quit

Attendance Student History Screen

Step by Step

1. Find the student and click **Edit**.
2. Use the field button in the **Term** field to change the term/track selection to be viewed.
3. To view attendance details of a particular period on a particular day, use the TAB key to move from cell to cell in the grid. Course/Section details such as Name of course, Room number, Attendance code description, Teacher, Cycle Day, etc. will be displayed above the grid.
4. Press SHIFT+? to open a list of available attendance codes. If you know the code you want to enter, use the keyboard to make your selection.
5. **Save** the changes.